



**San Gabriel Valley Council of Governments\***  
**AGENDA AND NOTICE OF THE REGULAR**  
**MEETING OF THE TRANSPORTATION COMMITTEE**  
**THURSDAY, SEPTEMBER 8, 2022 – 4:00 PM**

**Zoom Link:** <https://us06web.zoom.us/j/81179922802>  
**Livestream Available:** <https://youtu.be/MLaW-WtWAmY>

Chair  
**Ed Reece**  
City of Claremont

Vice Chair  
**Cory Moss**  
City of Industry

**Members**  
*Alhambra*  
*Claremont*  
*Diamond Bar*  
*Duarte*  
*Glendora*  
*Industry*  
*La Cañada Flintridge*  
*Monterey Park*  
*Pasadena*  
*Pomona*  
*San Gabriel*  
*South El Monte*  
*South Pasadena*  
*Temple City*  
*L.A. County District #1*  
*L.A. County District #5*

Thank you for participating in today's meeting. The Transportation Committee encourages public participation and invites you to share your views on agenda items.

**MEETINGS:** *Regular Meetings of the Transportation Committee are held on the second Thursday of each month at 4:00 PM at the Foothill Transit Building (100 S. Vincent Avenue, Suite 200, West Covina, CA 91790).* The agenda packet is available at the San Gabriel Valley Council of Government's (SGVCOG) Irwindale Office, 4900 Rivergrade Road, Suite A120, Irwindale, CA, and on the website, [www.sgvkog.org](http://www.sgvkog.org). A copy of the agenda is also viewable at the Alhambra City Hall, 111 S. 1<sup>st</sup> Street, Alhambra, CA 91801. Documents distributed to a majority of the Committee after the posting will be available for review in the SGVCOG office and on the SGVCOG website. Attendance at this public meeting may result in the recording of your voice.

**CITIZEN PARTICIPATION:** Your participation is welcomed and invited at all Transportation Committee meetings. Time is reserved at each regular meeting for those who wish to address the Committee. The SGVCOG requests that persons addressing the Committee refrain from making personal, slanderous, profane, or disruptive remarks.

**TO ADDRESS THE TRANSPORTATION COMMITTEE:** At a regular meeting, the public may comment on any matter within the jurisdiction of the SGVCOG during the public comment period at the beginning of the agenda, on any item(s) that is on the Consent Calendar prior to action taken on the Consent Calendar, and on any other agenda item prior to the time it is considered by the Committee. At a special meeting, the public may only comment on items that are on the agenda. Members of the public are requested to state their name prior to speaking, and comments are limited to a maximum of three minutes per person. The Committee Chair may impose additional time limits if comments become repetitious, an individual member of the public seeks to speak on numerous items, or a large number of members of the public seek to speak on an item. The Committee may not take action on items not on the agenda and is restricted in discussing items on the agenda.

**AGENDA ITEMS:** The Agenda contains the regular order of business of the Transportation Committee. Items on the Agenda have generally been reviewed and investigated by the staff in advance of the meeting so that the Transportation Committee can be fully informed about a matter before making its decision.

**CONSENT CALENDAR:** Items listed on the Consent Calendar are considered to be routine and will be acted upon by one motion. There will be no separate discussion on these items unless a committee member so requests. In this event, the item will be removed from the Consent Calendar and considered after the Consent Calendar.



In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the SGVCOG office at (626) 457-1800. Notification 48 hours prior to the meeting will enable the SGVCOG to make reasonable arrangement to ensure accessibility to this meeting.



**\*MEETING MODIFICATIONS DUE TO THE STATE AND LOCAL EMERGENCY RESULTING FROM THE THREAT OF COVID-19:** AB 361 (Rivas), signed by California Governor Gavin Newsom on September 16, 2021, authorizes local agencies to hold public meetings via teleconferencing and allows for members of the public to observe and address the meeting telephonically or electronically to promote social distancing due to the state and local emergency resulting from the threat of the Novel Coronavirus (COVID-19).

To follow the new provisions in AB 361 and ensure the safety of Committee Members and staff for the purpose of limiting the risk of COVID-19, in-person public participation at the Transportation Committee meeting will not be allowed. To allow for public participation, the Transportation Committee will conduct its meeting through Zoom Video Communications. To participate in the meeting, download Zoom on any phone or computer device and copy and paste the following link into your browser to access the live meeting: <https://us06web.zoom.us/j/81179922802>. You may also access the meeting via the livestream link on the front of the agenda page.

Instructions for Public Comments: For those wishing to make public comments on agenda and non-agenda items, but within the SGVCOG's subject matter jurisdiction, you may submit written comments via email or provide a verbal comment by participating through Zoom.

- Written Comments (Email): If you wish to submit written public comments to be distributed to the committee members prior to or during the meeting, please submit these materials via email to SGVCOG Management Analyst, Steph Wong, at [swong@sgvcog.org](mailto:swong@sgvcog.org) at least 1 hour prior to the scheduled meeting time. Please indicate in the Subject Line of the email "FOR PUBLIC COMMENT." Emailed public comments will be read into the record and will be part of the recorded meeting minutes. Written public comments may include, but are not limited to letters, reports, and presentations. While there is no page or word count limit for written comments, the time for reading written public comments into the record will be limited to three minutes, which is the same time allotted for verbal comments.
- Verbal Comments (Zoom): Through Zoom, you may provide a verbal comment by using the web interface "Raise Hand" feature. Wait to be called upon by staff, and then you may provide verbal comments for up to 3 minutes. Public comment is taken at the beginning of the meeting for items not on the agenda. Public comment is also accepted at the beginning of each agenda item.

Any member of the public requiring reasonable accommodation to participate in this meeting should contact SGVCOG Management Analyst, Steph Wong, at least 48 hours prior to the meeting at (617) 953-1828 or at [swong@sgvcog.org](mailto:swong@sgvcog.org).

## **PRELIMINARY BUSINESS**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Comment *(If necessary, the Chair may place reasonable time limits on all public comments)*
5. Changes to the Agenda Order

## **CONSENT CALENDAR** *(It is anticipated that the Committee may take action on the following matters)*

6. Adoption of Resolution 22-07-TC Making Specified Findings to Enable the Transportation Committee to Continue to Hold Meetings via Teleconferencing **(Page 1)**  
*Recommended Action: Adopt Resolution 22-07-TC making certain findings that the existence of a local and state of emergency in California caused by the ongoing COVID-19 pandemic continues to directly impact the ability of the SGVCOG to hold public meetings safely in-person, thereby necessitating an ability to continue holding meetings via teleconference.*
7. Review Transportation Committee Special Meeting Minutes: August 11, 2022 **(Page 3)**  
*Recommended Action: Review and approve.*

## **UPDATE ITEM**

8. GoSGV Regional Bikeshare Program Update: Caitlin Sims, SGVCOG Manager of Local Programs **(Page 6)**  
*Recommended Action: For information only.*

## **STAFF ANNOUNCEMENTS**

## **ADJOURN**

# REPORT

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DATE: September 8, 2022

TO: Transportation Committee

FROM: Marisa Creter, Executive Director

**RE: ADOPTION OF RESOLUTION 22-07-TC MAKING SPECIFIED FINDINGS TO ENABLE THE TRANSPORTATION COMMITTEE TO CONTINUE TO HOLD MEETINGS VIA TELECONFERENCING**

## **RECOMMENDED ACTION**

Adopt Resolution 22-07-TC making certain findings that the existence of a local and state of emergency in California caused by the ongoing COVID-19 pandemic continues to directly impact the ability of the SGVCOG to hold public meetings safely in-person, thereby necessitating an ability to continue holding meetings via teleconferencing.

## **BACKGROUND**

Introduced by Assemblymember Robert Rivas (D-Hollister) on February 1, 2021, AB 361 codifies portions of Governor Gavin Newsom's existing Ralph M. Brown Act exemptions pertaining to teleconferencing if a local agency issues an emergency finding, and reissues it every 30 days, that it is unsafe to meet in person. Specifically, the Brown Act exemptions include requirements to provide a public teleconference location, to maintain a member quorum within the agency's jurisdiction and to provide for public comment at each teleconference location, such as a private residence. The legislation expires in December 2024. On September 16, 2021, California Governor Gavin Newsom signed AB 361 into law, effective immediately.

A local agency wishing to rely on the provisions of AB 361 must meet one of the following criteria:

1. The local agency holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing; or
2. The local holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or
3. The local agency holds a meeting during a proclaimed state of emergency and has determined, by majority vote, that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

On March 4, 2020, Governor Newsom proclaimed a State of Emergency in California due to the threat of COVID-19 and shortly thereafter issued Executive Order N-29-20 suspending certain Brown Act provisions relating to teleconferencing as public meetings began to be held online.<sup>1</sup>

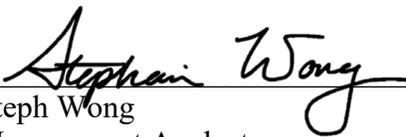
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<sup>1</sup> Similarly, on March 4, 2020, the Los Angeles County Board of Supervisors and Los Angeles County Health Officer declared a local and health emergency due to the threat of COVID-19.

However, this Executive Order expired on September 30, 2021, despite the State of Emergency remaining in place.

The threat that COVID-19 has presented continues to directly impact the ability of the SGVCOG to conduct Governing Board/committee meetings safely in person. Updated guidelines issued by the Centers for Disease Control and Prevention (CDC) and the Los Angeles County Department of Public Health in July and August 2021 advise governmental entities to refrain from conducting indoor meetings and consider moving operations outdoors, where feasible, to prevent transmission. SGVCOG staff finds it has been unable to find a suitable outdoor space with the requisite audio/visual capabilities at which the monthly committee meetings can be held safely. Similarly, an indoor space with sufficient capacity to accommodate safe social distance practices among members, staff, and the public could not be identified.

In order to continue to conduct meetings in a safe manner and to prevent unnecessary COVID-19 exposure to members, staff and the public, staff is recommending that Transportation Committee adopt Resolution 22-07-TC making certain findings in order to be able to continue teleconferencing for its meetings.

Prepared by:   
Steph Wong  
Management Analyst

Approved by:   
Marisa Creter  
Executive Director

**ATTACHMENTS**

[Attachment A – Resolution 22-07-TC](#)



**SGVCOG Transportation Committee Meeting Minutes**

Date: August 11, 2022  
Time: 4:00 PM  
Location: Zoom Virtual Meeting

**PRELIMINARY BUSINESS**

**1. Call to Order**

SGVCOG Transportation Committee Chairperson, Ed Reece, called the meeting to order at 4:02 PM.

**2. Pledge of Allegiance**

SGVCOG Transportation Committee Vice Chair, Cory Moss, led the Transportation Committee in reciting the Pledge of Allegiance.

**3. Roll Call**

**A quorum was in attendance.**

**Committee Members Present**

Alhambra	Adele Andrade-Stadler
Claremont	Ed Reece
Diamond Bar	David Liu
Glendora	Steven Mateer
Industry	Cory Moss
La Canada Flintridge	Kim Bowman
Monterey Park	Henry Lo
Pasadena	Laura Cornejo
South El Monte	Gloria Olmos
L.A. County District #1	Martin Reyes
L.A. County District #5	Dave Perry

**Absent**

Duarte  
Pomona  
South Pasadena  
Temple City

**Guests**

City of Industry	Sam Pedroza
City of Alhambra	Sasha Renee Pérez
Foothill Transit	Yoko Igawa
Foothill Transit	Matthew Nakano
LACDPW	Sarah Ahmed
Metro	Isai Rosa
Metro	Tito Corona
Office of Asm. Rubio	Sandra Armenta Lopez
TRC	Maddie Emerson
TRC	John Rossi
TRC	Cal Silcox
TRC	Luther Kopf

**SGVCOG Staff**

E. Shen, Staff  
K. Ward, Staff  
Y. Harabedian, Staff  
M. Medrano, Staff  
S. Wong, Staff  
B. Ruano, Staff  
R. (Ricky) Choi, Staff  
R. (Roy) Choi, Staff  
M. Creter, SGVCOG Executive Director

**4. Public Comment**

There were no public comments.

5. Changes to the Agenda Order  
 There were no changes to the Agenda Order.

**CONSENT CALENDAR**

6. Adoption of Resolution 22-06-TC Making Specified Findings to Enable the Transportation Committee to Continue to Hold Meetings via Teleconferencing  
*Action: Adopt Resolution 22-06-TC making certain findings that the existence of a local and state of emergency in California caused by the ongoing COVID-19 pandemic continues to directly impact the ability of the SGVCOG to hold public meetings safely in-person, thereby necessitating an ability to continue holding meetings via teleconference.*
7. Review Transportation Committee Special Meeting Minutes: July 7, 2022  
*Action: Review and approve.*
8. Review Joint Capital Projects and Construction Committee, Executive Committee, Governing Board, and Transportation Committee Meeting Minutes: July 21, 2022  
*Action: Review and approve.*

**There was a motion to approve consent calendar items 6-9. (M/S: G. Olmos/A. Andrade-Stadler)**

**[Motion Passed]**

<b>AYES:</b>	Alhambra, Claremont, Diamond Bar, Glendora, Industry, La Canada Flintridge*, Pasadena, South El Monte, L.A. County District #5
<b>NOES:</b>	
<b>ABSTAIN:</b>	
<b>NO VOTE RECORDED:</b>	
<b>ABSENT:</b>	Duarte, Pomona, South Pasadena, Temple City, L.A. County District #1

\*La Canada Flintridge abstaining on items 7 and 8.

**ACTION ITEM**

9. Support AB 2622 (Mullin): Sales and Use Taxes Exemption for Zero Emission Transit Buses  
 S. Wong presented on this item.

**There was a motion to recommend the Governing Board adopt a resolution in support of AB 2622. (M/S: G. Olmos/C. Moss)**

**[Motion Passed]**

<b>AYES:</b>	Alhambra, Claremont, Diamond Bar, Glendora, Industry, La Canada Flintridge*, Pasadena, South El Monte, L.A. County District #1, L.A. County District #5
<b>NOES:</b>	
<b>ABSTAIN:</b>	
<b>NO VOTE RECORDED:</b>	

<b>ABSENT:</b>	Duarte, Pomona, South Pasadena, Temple City
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**PRESENTATIONS**

- 10.** Electric Vehicle Charging Stations and Fleet Electrification – Calder Silcox, Maddie Emerson, and Jonathan Rossi, TRC  
Calder Silcox, Maddie Emerson, and Jonathan Rossi from TRC presented on this item.

**LIAISON REPORTS**

- 11.** Los Angeles County Metropolitan Transportation Authority Report  
Metro Community Relations Manager, San Gabriel Valley, Tito Corona, provided a report.
- 12.** Foothill Transit Report  
Foothill Transit Government Relations Manager, Yoko Igawa, provided a report.
- 13.** Gold Line Foothill Extension Construction Authority Report  
SGVCOG Transportation Committee Chair and Gold Line Foothill Extension Construction Authority Chair, Ed Reece, provided a report.

**ADJOURN**

SGVCOG Transportation Committee Chairperson, Ed Reece, adjourned the Transportation Committee meeting at 4:46 PM.

DATE: September 8, 2022

TO: Transportation Committee

FROM: Marisa Creter, Executive Director

RE: **GOSGV REGIONAL BIKESHARE PROGRAM UPDATE**

## **RECOMMENDED ACTION**

For information only.

## **BACKGROUND**

In August 2017, the San Gabriel Valley Council of Governments (SGVCOG) received \$4.554 million in Greenhouse Gas Reduction Fund-Active Transportation Program (GGRF-ATP) funds from the California Transportation Commission to launch a regional e-bike share program in the San Gabriel Valley. The program was to deploy 840 e-bikes in 15 participating jurisdictions, with at least 420 e-bikes serving disadvantaged communities (DACs). The program was to be a dock-less program so that users could return the e-bikes to any existing bike rack of identified bike parking location. Eligible expenditures for the funding including infrastructure (e.g. e-bikes; stations) and program start-up costs. Operations could not be covered under the grant funding. The funding was to be expended by December 17, 2021. The program has faced challenges over the years, and SGVCOG worked with local organizations and community stakeholders to reimagine the program.

## **COVID-RELATED CHALLENGES**

In early 2019, the SGVCOG completed a competitive procurement process. At its February 2019 meeting, the Capital Projects and Construction Committee (CPCC) authorized the Chief Engineer to execute an Agreement with Gotcha Media Holdings, LLC to operate the program. Staff prepared to launch the program in March 2020, but unfortunately, this corresponded with the start of the COVID-19 pandemic. The COVID-19 pandemic upended the shared mobility industry, as people were told to stay-at-home and people were fearful of shared devices. Some programs shut down – either temporarily or permanently – and, while some programs experienced initial upticks in ridership, it did ultimately fall. Despite this, the SGVCOG was able to launch its initial programs in the summer of 2020. However, like most bike share programs nationwide, ridership remained low, and it was difficult for operators to cover their true operational costs. Many programs halted operations. Gotcha was not immune to these challenges and, unfortunately, as reported to the CPCC, in January 2021, the SGVCOG was notified that Gotcha ended up dissolving its operations for all of its programs across the country – including the program in the San Gabriel Valley.

## **GOSGV 2.0**

In spring 2021, SGVCOG staff convened discussions with regional stakeholders, including local non-profits and participating cities, to discuss how the program could be re-launched. While Gotcha's GoSGV program did end after approximately six months of program operation, SGVCOG staff was able to take this opportunity to re-imagine the program to serve the San Gabriel Valley even more effectively. The work completed – including the station siting and the community engagement done in coordination with ActiveSGV as part of the program roll-out – provided a strong foundation and valuable tools to reconsider the Program.

SGVCOG staff determined that a better approach to e-bike share in the San Gabriel Valley was to focus on longer-term bike “check-outs,” at station locations that were primarily located off of the public right-of-way. The intent was for local businesses and community partners to serve as the station locations where users could check-out e-bikes. The additional program intent was to specifically target those users who would be the most likely to use an e-bike to replace existing drive-alone trips, thus maximizing the vehicle miles traveled (VMT) reduction of the program. These targeted users included students at colleges and universities, employees at large businesses and campus environments (including business parks), and other community members who may be inclined to try an e-bike for active transportation but may not have the money to purchase it. E-bikes typically cost several thousand dollars, and there can be many other additional barriers – including technical expertise – to initial access. For a monthly cost, users would be able to “check-out” an e-bike for an extended period of time and, during that time, have exclusive access to that e-bike as their own. This program design would not only maximize the VMT impact of the program but also minimize the staffing costs associated with operating the program, as bike rebalancing would be a much smaller component of the Program.

## **GOSGV PROGRAM IMPLEMENTATION**

### ***E-Bikes***

In September 2021, staff released a request for quotes (RFQ) for the purchase of 840 e-bikes, including traditional e-bikes and cargo e-bikes. At its October 2021 meeting, the CPCC authorized the Executive Director to execute purchase orders (POs) for the purchase of e-bikes with the selected vendors.

- B-Cycle: purchase of 828 e-bikes;
- Pedal Movement, LLC: purchase of 12 cargo e-bikes.

SGVCOG staff executed these POs in late 2021, and the e-bikes and cargo e-bikes were made available to the SGVCOG. The success in being able to purchase bikes and have them delivered within the grant funding timelines is particularly notable because there continues to be worldwide shortages of e-bikes and massive supply-chain issues.



BCycle: 3-speed Shimano



Pedal Movement:  
Urban Arrow Family Cargo  
Bike

### *Program Operator*

To support program operations, in October 2021, the SGVCOG released a request for proposals (RFP) to select an operator for this modified program. The RFP established the following general scope of work for the operator:

- Manage/administer program that provides longer-term check-out periods for users, including processes, procedures, practices, and schedules for e-bike deployment, customer usage/check-out, customer service, pricing, marketing, and data management to support program viability;
- Manage receipt and inventory of up to 840 e-bikes;
- Provide ongoing, regular maintenance and repair to ensure the e-bikes are in safe and good working condition;
- Provide intuitive, user-friendly, and accessible reservation and registration processes for users;
- Provide customizable user-fee structure that ensures system sustainability;
- Coordinate with SGVCOG and e-bike vendor to accept and manage customer payments;
- Incorporate strategies to minimize e-bike loss that could occur through the non-return of e-bikes, theft, or other mechanisms;
- Incorporate partnerships with local entities (e.g. nonprofits, colleges/universities, local businesses) to support program roll-out and implementation;
- Deploy at least 50% of e-bikes to serve disadvantaged communities;
- Be financially self-sustaining through rider fees, sponsorships, and/or other private funding mechanisms.

The grant does not fund operations; thus, the operator would not receive any funding from the SGVCOG to operate this program. The program was to be entirely self-sustaining through rider fees and sponsorships, although the SGVCOG would also actively look for other additional funding sources – including grants and sponsorships – that could support the operation of the program in the future.

Upon technical review of the proposals, the TEC recommended ActiveSGV – a local non-profit that supports the expansion of bike ridership and other forms of active transportation in the San Gabriel Valley – as the program operator.

## **GOSGV LAUNCH**

Over the past several months, SGVCOG has been working with ActiveSGV to structure the transformed GoSGV bike share program. As discussed above, San Gabriel Valley residents can check out an e-bike for monthly use. For the duration of their check-out period, the participant will have exclusive use of that e-bike as their own for their daily use. Participants can sign up for the program and pick-up an e-bike from various program partners across the region – rather than on the public right-of-way – or, for an additional cost, have the e-bike delivered to their home. ActiveSGV is working with local bike shops, who will provide maintenance for the e-bikes. The SGVCOG and ActiveSGV are also working with several colleges to implement more locally-based programs on their campuses. The program is also looking to incorporate other program partners – including cities, nonprofit organizations, and businesses – that may benefit from program participation. Governing Board members who have recommendations for potential partners that might be interested in program participation are encouraged to reach-out to SGVCOG staff.

The new GoSGV program is intended to re-launch for a beta roll-out in late June or early July 2022, with a public roll-out later in the summer.

Caitlin Sims, SGVCOG Manager of Local Programs, will provide an overview of the program and the status of program roll-out.

Prepared by:   
\_\_\_\_\_  
Brianne Logasa  
Management Analyst

Approved by:   
\_\_\_\_\_  
Marisa Creter  
Executive Director